

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 33-332

AIR FORCE MATERIEL COMMAND

Supplement 1

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Information Management

AIR FORCE PRIVACY ACT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements AFPD 37-1, *Air Force Information Management (will convert to AFPD 33-3)*. It also implements Department of Defense (DoD) Directive 5400.11, *Department of Defense Privacy Program*, 9 June 1982, and DoD 5400.11-R, *Department of Defense Privacy Program*, August 1983. It expands on the guidance provided in the AFI and applies to all offices of record within AFMC, tenant organizations on AFMC host installations, all contractors who operate a Privacy Act system of records or have access to records containing a Privacy Act personal identifier. Use this with DoD 5400.7, *Air Force Supplement, AFMC Supplement 1, Freedom of Information Act Program*, which has been supplemented. It does not apply to Air National Guard or the US Air Force Reserves.

SUMMARY OF REVISIONS

This supplement supersedes AFI 37-132/AFMC Supplement 1, 17 Apr 95, and provides updated terminology and instructions. Refer to AFMAN 37-139 table 37-19, for information governing retention of Privacy Act-related records.

AFI 33-332, 12 Oct 99, is supplemented as follows:

1.4.4. The Freedom of Information Act (FOIA) manager will also serve as the Privacy Act (PA) Manager. At each AFMC field activity that reports directly to HQ AFMC, the Chief, Information Management, will designate an Installation PA Manager. Send the name, grade, telephone number, and address of the installation PA manager to HQ AFMC/SCDP. Any changes must be sent immediately to the Command PA Manager.

1.4.5. The AFMC PA Manager:

- Develops command-unique policy.
- Responds to requests for assistance or information regarding the PA.
- Is responsible for training installation managers.

- Provides basic training plan outlines, which may be used by installation PA managers to train system managers and system monitors.
- Submits command report.
- Coordinates/forwards system notices changes to AFCIC/ITC

1.4.6. Within AFMC, PA Officers shall be referred to as Installation PA Managers:

- Trains system managers and organizational monitors.
- Provides assistance.
- Investigates complaints in coordination with the IG office.
- Coordinates on system notice issues.
- Ensures requests/appeals are processed properly (for written request).
- Prepares installations' annual report.
- Coordinates on recommended system notice changes.

1.4.7. Within AFMC, the OPR of a system notice will be considered the Primary System manager and is responsible for the overall maintenance of the system notice. The Primary System Manager:

- Evaluates recommendations for system changes/deletions.
- Prepares and forwards system notice amendments, changes and initiation actions to HQ AFMC/SCDP (thru your base PA manager).

Organizational Chiefs: All organizational chiefs must ensure personal information is collected, stored, distributed and destroyed in accordance with the Privacy Act. Therefore, each organization chief will:

- Ensure a Functional Area Records Manager (FARM) is appointed to also serve as the organization PA Monitor.
- Ensures the PA Monitor receives PA training.
- Develops/coordinates changes with the PA Monitor and the Installation PA Manager.
- Forwards recommended system notice initiations/changes/additions etc. to the installation PA Manager (limiting the scope of a system does not constitute a change in the record system).
- Assists the PA Monitor in resolving issues/discrepancies.
- Ensure reports are prepared and forwarded to the installation PA Manager.
- Ensure the PA Monitor documents and reports disclosures.

1.4.8. PA Monitors:

Not all organizations routinely maintain personal information in a system of records. However, unique requirements occur in which organizational chiefs request personal information be submitted. Therefore, each organizational chief must appoint a PA monitor.

- Ensures all personal within the organization are trained on how personal information is collected, stored, distributed and destroyed in accordance with the Privacy Act.
- Recommend initiating/changing/deletioning system notices.
- Ensures requests/disclosures are documented properly.
- Prepares/forwards Privacy Act annual report data to the installation PA manager.

- Serves as an assistant to installation PA manager.

4.2. If an individual requests access or copies of their own records, which can be totally released, do not require the requester to make a formal, written request. Only require a requester to submit a formal, written request when the records may be determined a partial or total denial or when requesting an amendment to their records (see paragraph 4.4 and chapter 5 of AFI 33-332).

4.5. Within AFMC, authority is delegated to the FOIA initial denial authority (IDA).

5.5. Applies to either access or amendment denials.

6.3. The Primary System manager will forward a hardcopy and electronic copy of the system notice to the Command PA manager at HQ AFMC/SCDP. It will then be forwarded to AFCIC/ITC for publishing in the Federal Register.

7.3. All personal information must be destroyed before being discarded.

9.6.1. Use AF Form 771, **Accounting of Disclosures**, to document disclosures of information from each individual record and incorporate it into the actual record. Use AFMC Form 560, **Privacy Act Request Log**, to facilitate compiling totals for the annual report. Maintain one copy per AFMAN 37-139, *Records Disposition Schedule*, table 37-20, rule 11.

11.1. Local installation PA managers submit annual reports to HQ AFMC/SCDP by 15 February.

11.2. (Added) Form(s) Prescribed. AFMC Form 560, **Privacy Act Request Log**, dated Mar 95

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